

April 29, 2004

SUBJECT: WIC Program – Grant Package for State Agency Model (SAM) Project

TO: WIC State Agency Program Directors
All States

We are pleased to inform you that the grant process for the 5-year (fiscal year (FY) 2004-2008) SAM project is beginning. This memorandum outlines application procedures State agencies must follow to be considered for participation in the SAM project.

This will be a competitive grant process conducted in two phases. In Phase I, the interested State agencies will submit responses to the information requested in the attached grant package. Once received, the information will be reviewed competitively by a Food and Nutrition Service (FNS) Headquarters panel to select consortia and State agency members. State agencies which submit a package, but are not selected, will be given the opportunity to request a debriefing. After Phase I is completed, Phase II will begin. For Phase II, each consortia will need to complete the documents listed in the grant package. When Phase II begins, FNS Headquarters will amend financial guidance and requirements of the Memorandum of Agreement and will provide each State agency with the appropriate forms.

All grant applications for Phase I must be received by FNS on or before **June 14, 2004, 5:00 p.m., Eastern Standard Time** and Phase II documents will be due to FNS Headquarters during the second quarter of FY 2005 (specific date to be determined).

Applications must be mailed directly to FNS at the address noted in the request for applications, or submitted electronically by accessing www.grants.gov. Applications submitted via direct e-mail or fax will not be accepted. This new government website was designed for electronic submission of grant applications/proposals. Regardless of the delivery method you choose, please submit your application package sufficiently in advance of the due date to ensure it is received on or before the deadline. It is your responsibility to meet this deadline. Late applications will not be considered in the competition. We will not consider additional information or revisions to applications once *the submission deadline has passed*.

Additionally, there is a new requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance and is required to be included on all applications for Federal assistance, regardless of the

method they are submitted. The DUNS number is also required in order to complete the additional steps to become a registered Grants.gov user. To apply online through www.grants.gov there are a number of other steps in the registration process that will be required of you before you may submit applications electronically including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit the grants.gov web page (www.grants.gov) and click on the "Getting Started" tab *well in advance of the submission deadline* to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

If there are any questions regarding the WIC SAM Request for Applications, please contact Lisa Johnson of the Grants Management Division at 703-305-2848.

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PATRICIA N. DANIELS
Director
Supplemental Food Programs Division

/ signed /

LAEL J. LUBING
Director
Grants Management Division

Attachments